

GOVERNMENT OF ANDHRA PRADESH
AGRICULTURE AND COOPERATION (HORTI) DEPARTMENT

ABSTRACT

Andhra Pradesh Horticultural University Act, 2007 – Statutes to Andhra Pradesh Horticultural University – Notification – Orders – Issued.

AGRICULTURE AND COOPERATION (HORTI.) DEPARTMENT

G.O.Ms.No.220

Dated 30.07.2008
Read the following:-

1. A.P. Horticultural University Act No.30 of 2007
2. From Vice Chancellor, Andhra Pradesh Horticultural University,
Lr.No.34/VC/APHU/2008, Dated:08-05-2008

* * *

ORDER:-

The following notification shall be published in the Andhra Pradesh Gazette,
Dated: 30-07-2008:

NOTIFICATION

In exercise of the powers conferred by sub-section (1) of section 55 of the Andhra Pradesh Horticultural University Act, 2007 (Act. No. 30 of 2007), the Government of Andhra Pradesh hereby makes the following Statutes of the Andhra Pradesh Horticultural University and directs that the said Statutes shall come into force on and from the date of publication in the Andhra Pradesh Gazette.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

DR. S. CHELLAPPA
APC & PRINCIPAL SECRETARY TO GOVERNMENT ATM

To

The Commissioner Printing & Stationery, Andhra Pradesh, Hyderabad.
(with a request to publish in the extraordinary issue of Andhra Pradesh Gazette
dated 30.07.2008)

The Vice Chancellor, Andhra Pradesh Horticultural University, Venkataramannagudem,
West Godavari District, Andhra Pradesh.

The Registrar, Andhra Pradesh Horticultural University, Venkataramannagudem,
West Godavari. District.

The Registrar, Acharya N.G. Ranga Agriculture University, Rajendranagar, Hyderabad

The Registrar, Sri Venkateswara Veterinary University, Tirupathi.

The Commissioner of Horticulture, Andhra Pradesh, Hyderabad.

The Commissioner of Agriculture, Andhra Pradesh, Hyderabad.

Copy to

The Private Secretary to Minister (Agriculture & Horticulture).

The Private Secretary to Minister (Animal Husbandry and Dairy Development Veterinary University, Fisheries)

The Private Secretary to Minister (Finance).

The Private Secretary to Chief Secretary

The Private Secretary to APC & Principal Secretary to Government, ATM.

The Private Secretary to Principal Secretary to Government Agriculture.

The Private Secretary to Principal Secretary to Government, Finance (R&E) Department.

The Private Secretary to Principal Secretary to Government. (C&AM)

The Private Secretary to Secretary (Legal Affairs), Law Department, Andhra Pradesh
Hyderabad.

The Law (B) Department

SF/SC.

//FORWARDED BY ORDER//

SECTION OFFICER

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**STATUTES OF ANDHRA PRADESH HORTICULTURAL UNIVERSITY,
VENKATARAMANNAGUDEM, WEST GODAVARI DISTRICT**

**CHAPTER I
STATUTES**

- 1) These Statutes shall be called the Statutes of the Andhra Pradesh Horticultural University, West Godavari District.

2. Definitions :

- (i) In these Statutes, unless there is anything repugnant in the subject or context –
- (a) 'Act' means the Andhra Pradesh Horticultural University Act, 2007;
- (b) "University" means Andhra Pradesh Horticultural University, Venkataramanna Gudem, West Godavari District;
- (c) "Board" means the Board of Management of the University;
- (d) "Academic Council" means The Academic Council of the University;
- (e) "Board of Faculty" means the Board of Faculty of the University;
- (f) 'Appointing Authority' means the authority competent to make appointment to the post of an officer of the University;
- (g) 'Cadre' means the strength of a service or a part of a service sanctioned as a separate unit;
- (h) 'College' means the University college as defined in clause (7) of section 2 of the Act;
- (i) 'Earned Leave' means the leave earned in respect of the period spent on duty;
- (j) 'Lien' means the title of an officer of the University to hold substantively either immediately or on the termination of a period or periods of absence. A permanent post, including a tenure post, to which he/she has been appointed substantively;
- (k) 'Officer' means an officer of the University as defined in clause (21) of section 2 of the Act;
- (l) 'Pay' means the amount drawn monthly by an officer as (i) the pay which has been sanctioned for the post held by him, in a substantive, officiating or temporary capacity, (ii) special pay or personal pay, if any; and (iii) any other emoluments which may be specially classified as pay;
- (m) 'Permanent post' means a post carrying a definite rate of pay sanctioned without a limit of time;
- (n) 'Section' means a section of the Act;
- (o) 'Temporary post' means a post carrying a definite rate of pay sanctioned for a limited time;
- (p) 'Tenure post' means a permanent post which an individual officer may not hold for more than a limited period;
- (ii). Words and expressions not defined in these Statutes and used in the Act shall have the meaning assigned to them in the Act.

CHAPTER II

Authorities of the University

3. (1) POWERS AND FUNCTIONS OF THE BOARD OF MANAGEMENT

In addition to the powers and functions mentioned in section 11 of the Act, the Board shall exercise and perform the following functions, namely:-

- (i) to declare by statutes that the University shall include any other faculty under sub-section (1) of section 16 of the Act;
- (ii) to publish the annual report containing the review of the progress in different spheres of activities of the University;
- (iii) to submit to Government Legislative proposal which it considers necessary for the betterment and promotion of Horticulture; and
- (iv) to consider the proposals for the institution of Fellowships, Scholarships, Bursaries, Medals and Prizes.

(2) POWERS AND FUNCTIONS OF THE ACADEMIC COUNCIL

In addition to the powers and functions mentioned in section 13 of the Act, the Academic Council shall have the following powers and functions, namely:-

- (i) to determine the degrees and diplomas which shall be awarded and the conditions for their award;
- (ii) to prescribe qualifications for appointment of the teachers in the University;
- (iii) to recommend candidates for degrees, diplomas and certificates to be conferred by the University;
- (iv) to recommend the establishment, amalgamation, division or abolition of Faculties or Departments:
Provided that, if additional funds are required prior approval of the Board shall be obtained;
- (v) to recognize, subject to the confirmation of the Board, the examinations of the recognized universities equivalent to the corresponding examinations of the Andhra Pradesh Horticultural University;
- (vi) to propose rules to the Board for the award of scholarships, fellowships, medals, prizes etc;

- (vii) to make proposals for the consideration of the Board regarding distribution of new grants by the Government to the colleges for the development of higher teaching, research etc., whenever the university is consulted by the Government on such matters;
- (viii) to recommend to the Board the making of grants to sections or colleges which contribute to University teaching and research;
- (ix) to recommend to the Board, the regulations regarding the holding of convocations;
- (x) to constitute Board of Studies for such subjects as it deems necessary, the number of members shall be decided by the Academic Council of whom not more than two may be outside experts; and
- (xi) to constitute a committee on student discipline with the Dean of Student Affairs as the Ex-Officio Chairman.

4. (1) The term of the members nominated by the Vice-Chancellor under clauses (xii), (xvi) and (xvii) of sub-section (1) of section 12 of the Act shall be two years from the date of nomination.

(2) The term of the members nominated under clause (xiv) and the nominee of Indian Council of Agricultural Research under clause (xv) of sub-section (1) of section 12 of the Act shall be three years from the date of nomination

5. Manner of co-option and the term of members co-opted to the Academic Council.

- (i) members of the Academic Council as constituted under sub-section (1) of section 12 of the Act, shall send their suggestions for co-option to the Registrar before such date as may be fixed by the Vice Chancellor. After consideration of the suggestions, the Vice Chancellor shall place his recommendations before the Academic Council. The approval of the Academic Council shall ordinarily be obtained at a meeting unless, for special reasons, Vice Chancellor requests approval by circulation.
- (ii) a co-opted member shall hold office for a period not more than two years from the date of first meeting of the Academic Council after co-option:
Provided that the Academic Council shall have power to co-opt the same person again for another term.

6. FACULTIES OF THE UNIVERSITY

In addition to the Faculties mentioned in sub-section (1) of section 16 of the Act, the University may have the following Faculties, namely:-

- (i) Faculty of Post Harvest Technology;
- (ii) Faculty of Forestry.

7. CONSTITUTION, POWERS AND FUNCTIONS OF THE BOARDS OF FACULTIES

The Board of Faculty for Horticulture, Board of Faculty of Post Graduate Studies and other Faculties as may be declared by statutes under sub-section (1) of section 16 shall consist of the following members:

(1) The Boards of Faculty for Horticulture and other faculties that may be declared in future other than the faculty of Post Graduate studies.

- (i) Deans of the Faculties;
- (ii) Dean of Post Graduate Studies;
- (iii) Director of Research;
- (iv) Director of Extension;
- (v) Controller of Examination;
- (vi) Associate Deans of the Colleges;
- (vii) all Professors, Principal Scientists, Associate Directors, University Heads of Departments and College Heads of Departments in the faculty;
- (viii) two eminent scientists from outside the University to be invited by the Dean; and
- (ix) three representatives of the faculty of whom two in the cadre of Associate Professor and one in the cadre of Assistant Professor to be nominated by the Chairman for a period of two years from the date of nomination.

(2) The Board of Faculty for Post Graduate Studies:

- (i) The Dean of Post Graduate Faculty;
- (ii) The Deans of other faculties;
- (iii) Director of Research;
- (iv) Director of Extension;
- (v) Controller of Examinations;
- (vi) all University Heads/ Department connected with PG programmes;
- (vii) all Professors;
- (viii) two eminent scientists from outside the University to be invited by the Dean; and

- (ix) three representatives from each faculty of whom two in the cadre of Associate Professor and one in the cadre of Assistant Professor to be nominated by the Vice Chancellor for a period of two years from the date of nomination.

(3) POWERS AND FUNCTIONS OF BOARD OF FACULTIES

The Board of Faculties shall have the following powers and functions:

- (i) to make recommendations to the Academic Council regarding admission of Students to the University.
- (ii) to recommend to Academic Council the books to be prescribed as text books:

Provided that no book shall be recommended unless the report of the members of the Board of Faculties is obtained thereon.

- (iii) to propose the Fellowships, Scholarships, Studentships, Bursaries, Medals and Prizes to be instituted by the Board of Management.
- (iv) to recommend to the Academic Council for the recognition of degrees, diplomas and other certificates of the recognized universities and determine their equivalence to the corresponding degree, diplomas and certificates of the Andhra Pradesh Horticultural University.
- (v) to act as a consultation body in regard to all questions referred to it, in general and those relating to an integrated and well balanced course of study in particular.
- (vi) to suggest to the Academic Council Examiners on special subjects.
- (vii) to consider in consultation with examiners, the objection raised to questions set at any examinations held by the University:

Provided that if the Boards of Faculties and Examiners do not agree upon the course to be adopted, the decision of the Board of Faculties shall be subject to confirmation of Vice Chancellor and if the Vice Chancellor does not confirm the decision of the Boards of Faculties, the matter shall be referred to Academic Council whose decision thereon shall be final.
- (viii) the Board of Faculties shall have power to appoint either standing or temporary committees as they deem proper.

CHAPTER III

8. ESTABLISHMENT, AMALGAMATION, SUB DIVISION AND ABOLITION OF FACULTIES / COLLEGES

- (i) The Academic Council shall consider the proposals for establishment of new faculties or amalgamation of two or more faculties into a single faculty or abolition of a faculty and make its recommendations to the Board.
- (ii) The Board of faculty concerned shall examine the proposals for the establishment of new colleges, amalgamation of two or more colleges into a single college or abolition of a college and make its recommendations to the Academic Council.
- (iii) The Academic Council shall consider the recommendations of the Board of Faculty mentioned in clause (ii) above and make its recommendations to the Board.

CHAPTER IV

9. ESTABLISHMENT, AMALGAMATION, SUB DIVISION AND ABOLITION OF DEPARTMENT:

- (i) The Department shall be the primary unit of education and administration. It shall carry on programmes of teaching and research and, where appropriate, extension in a particular field of knowledge.
- (ii) Each faculty, except the faculty of Post Graduate Studies, shall consist of the departments which shall undertake teaching, research and extension in their respective fields.
- (iii) The faculty of Post Graduate Studies shall consist of those departments of other faculties which offer Post Graduate programme.
- (iv) The proposals for establishment, amalgamation, sub-division and abolition of departments in each faculty shall be examined by the Board of Faculty concerned and make its recommendations to the Academic Council.
- (v) The Academic Council shall consider the recommendations of the Board of Faculty mentioned in clause (iv) above and make its recommendations to the Board.

CHAPTER – V

Officers of the University – Manner of appointment – Powers and Functions

- 10. Officers** In addition to the officers mentioned in section 24 of the Act, the Director of Industrial and International programmes is declared to be an officer of the University
- 11. General** All appointments shall be strictly on the basis of merit
- 12. Term of Vice-Chancellor** The Vice-Chancellor appointed in the manner laid down in sub-section (1) and (2) of section 26 of the Act, will be eligible for re appointment for another term of three (3) years.
- 13. Manner of appointment of Registrar, Dean of students Affairs, University Librarian, Controller of Examinations**

The following procedure shall be adopted for the appointment of the Registrar and Controller of Examinations, except for the first time, Dean of Student Affairs and University Librarian.

- (1) Whenever a vacancy is to be filled, the Board shall constitute a selection committee consisting the following
- (a) Vice-Chancellor as Chairman;
 - (b) One member of the Board nominated by the Board from among its members;
 - (c) Two outside experts in the subject concerning the post for which recruitment is to be made.

- (2) The Registrar shall act as the Secretary of the selection committee except in a case where he himself is a candidate. In that case the board shall appoint another officer of the university to act as Secretary of the committee.
- (3) The Registrar shall invite applications by advertising the vacancy and under direction of Vice Chancellor contact other appropriate institutions and agencies for suggestions.
- (4) On receipt of applications and suggestions mentioned in clause (3) above, the Secretary of the selection committee shall prepare a list of all names for scrutiny. The candidates shall then be screened by the selection committee which shall recommend a panel of two names in order of preference to the board for consideration and approval.
- (5) The first Registrar of the university shall be appointed by the Vice Chancellor for a period of one year and extendable for one more year and the matter reported to the board at its next meeting.
- (6) The first Controller of Examinations shall be appointed by the Vice Chancellor for a period of one year extendable for one more year and the matter reported to the board at its next meeting.
- (7) The term of appointment of Registrar, Dean of Student Affairs and Controller of Examinations appointed in the manner laid down in clauses (3) and (4) of this statute shall be three years:

Provided that the candidates will be eligible for another term by selection.
- (8) Notwithstanding anything in clauses (1) to (4) of this statute, the Board may in exceptional circumstances and for reasons to be recorded in writing for not following the normal procedure prescribed there for, make appointment to a vacancy in any of the posts specified in this statute in any other manner it considers necessary.

14. MANNER OF APPOINTMENT OF COMPTROLLER AND ESTATE OFFICER

(1) The post of Comptroller shall filled except for the first time:

- (a) On deputation of a person in the rank of Deputy Accountant General or an Assistant Accountant General in the panel for promotion as Deputy Accountant General form the Office of Accountant General.

OR

- (b) On deputation from the State Finance Department of a person in the rank of Joint Secretary or a Deputy Secretary in the panel for promotion as Joint Secretary.

OR

- (c) By advertisement as may be decided by the Board.

(2) The Post of Estate Officer shall be filled:

- (a) On deputation from the State or Central Public Works Department of a person in the rank of Superintendent Engineer or an Executive Engineer in the panel for promotion as Superintendent Engineer.

OR

- (b) By advertisement as may be decided by the Board.

- (3)** Whenever a vacancy of Comptroller and Estate Officer is advertised, the procedure prescribed in the case of Registrar shall be followed.

- (4)** The persons appointed by selection through advertisement shall hold office for a period of three years from the date of assumption of charge:

Provided that the candidates will be eligible for another term of three years by selection.

- (5)** The person appointed on deputation shall be governed by the terms and conditions of deputation.

- (6)** The first Comptroller shall be appointed by the Vice Chancellor for a period of one year extendable for one more year and the matter reported to the Board at its next meeting.

- (7)** Notwithstanding anything in clauses (1) to (4) of statute 14, the Board may, in exceptional circumstances and for reasons to be recorded in writing for not following the normal procedure prescribed there for, make appointment to a vacancy in any other manner it considers necessary.

15. MANNER OF APPOINTMENT OF DEANS OF FACULTIES AND DIRECTORS

The following procedure shall be adopted for the appointment of Deans of Faculties and Directors:-

(1) Whenever a vacancy has to be filled, the Board shall constitute a Selection Committee consisting of the following:-

- (a) Vice Chancellor as Chairman;
- (b) two members of the Board nominated by the Board from among its members; and
- (c) two outside experts nominated by the Board on the recommendations of Vice Chancellor for their special knowledge of, or interest in the subject with which the persons to be recruited will be concerned.

(2) The provision in Clauses (2) to (4) of Statute 13 shall apply for these posts.

(3) The period of appointment of Deans and Directors appointed in the manner prescribed in this statute shall be three years from the date of assumption of charge:

Provided that the candidates will be eligible for another term by selection.

POWERS AND FUNCTIONS OF OFFICERS OF THE UNIVERSITY

16. POWERS AND FUNCTIONS OF THE VICE – CHANCELLOR: In addition to the powers conferred upon the Vice-Chancellor by the Act, the Vice-Chancellor may exercise the following powers:-

- (i) He shall be entitled to be present at and address at any stage of any meeting of any authority of the university, but not to vote there at unless he is a member of the authority concerned.
- (ii) He shall be responsible for the maintenance of discipline among the staff, the students and employees of the University and shall have powers necessary for this purpose.
- (iii) He shall have the right to inspect all colleges and institutions of the University and he may express his views thereon to the appropriate officer or authority of the University.
- (iv) He shall have power to institute an enquiry in respect of any matter concerning the University.

- (v) He shall have power to interpret the Provisions of the Act, Statutes and Regulations. Any person aggrieved may submit an appeal to the Chancellor through the Vice-Chancellor within ninety days from the date of such interpretation or ruling of the Vice-Chancellor. Any difference of opinion in the matter of interpretation between the Vice-Chancellor and any authority of the University shall, however, be referred to the Chancellor. The decision of the Chancellor on such appeal or reference shall be final. Any subsequent communication from the University to any person or authority about the interpretation or ruling shall not be considered as fresh decision.
- (vi) He shall have power to constitute such ad-hoc committee as he may deem necessary to help him in the performance of his duties as the Principal Executive Officer of the University.
- (vii) When ever an Officer is absent from duty on leave or for any other reason, or whenever any post has not been filled up, the Vice-Chancellor may make such arrangements as may be necessary for the proper discharge of duties of that officer for such period as may be necessary.
- (viii) He shall have power :
- (a) to sanction recurring and non-recurring expenditure chargeable to contingencies within the budget provision.
 - (b) to countersign his own Traveling Allowance bill and the Traveling Allowance bills of the officers of the University, subject to provisions in these Statutes.
 - (c) to re-appropriate from one detailed head to another in the same account, provided that no recurring liability is involved ;
 - (d) to sanction the temporary transfer of amounts from one fund to another, provided that such transfer are reported to the Board in its next meeting.
 - (e) to sanction all expenditure on building or repairs thereof the estimates for which does not exceed Rs.25.00 lakh.
 - (f) to sanction expenditure up to a sum of Rs.10,000/- in each case at any one time on items of unforeseen character; and
 - (g) to open accounts on behalf of the University in a treasury or in a bank approved by the State Government.

17. POWERS AND FUNCTIONS OF THE REGISTRAR: In addition to the powers and functions conferred and imposed upon the Registrar under the Act he shall have the following powers and duties:-

- (i) it shall be the duty of the Registrar to issue, under direction of the Board or the Vice-Chancellor, all notices concerning meetings of the Board of Management and Academic Council and attend the meetings and maintain the minutes thereof;
- (ii) he shall, in the execution of his duties, be subject to immediate direction and control of the Vice-Chancellor and shall generally render such assistance as may be desired by him in the performance of his official duties;
- (iii) he shall, on application previously made by any member of the Board of Management or Academic Council or Boards of Faculties for the perusal of the proceedings of the Board or Academic Council or boards of Faculties respectively, fix with the approval of the Vice-Chancellor, a convenient hour and date which shall ordinarily be within ten days of the receipt of the application and arrange for the perusal of the said proceedings and any documents connected with such proceedings at the said hour and date. If, however, there is any difficulty in furnishing any record asked for by the member, he should inform the Board or Academic council, as the case maybe, accordingly at the meeting of the concerned authority following the member's requisition;
- (iv) subject to the provision of the Act and the Statutes, the Registrar shall conduct correspondence relating to the University and be responsible for the proper maintenance of all the records of the University;
- (v) he shall be the custodian of office and library records of the University;
- (vi) he shall be responsible for the general discipline of the University Office and shall have disciplinary control over the employees of the University Office;
- (vii) he shall be in-charge of registration of the University and shall maintain a register of all Degree, Diplomas, Certificates and Medals etc., conferred by the University;
- (viii) he shall be responsible for admission of students to the University including the supervision of the entrance examination;

- (xi) he shall prepare and maintain a register of all registered graduates in the prescribed form;
- (x) he shall, in respect of the employees working under him, exercise powers of drawing, disbursing and collection of money under relevant Statutes and regulations;
- (xi) he shall, have the power to countersign the Traveling Allowance bills and sanction leave of the employees working under him;
- (xii) he shall have power to incur expenditure chargeable to contingencies as under :
 - (a) Non – recurring expenditure up to Rs.20,000/- in each case.
 - (b) Recurring expenditure to the extent of budget provision.
- (xiii) he shall perform such other duties as may be required.

18. POWERS AND FUNCTIONS OF THE COMPTROLLER: In addition to the powers conferred and functions imposed upon the Comptroller by or under the Act, the Comptroller shall have the following powers and duties:-

- (i) he shall be the custodian of all properties of the University;
- (ii) he shall sign all Contracts made on behalf of the University;
- (iii) he Shall advise in regard to the financial policy of the University and take measures to develop its resources;
- (iv) he shall purchase all materials and properties required by the university and its various units, except as otherwise provided by the Act, Statutes or Regulations;
- (v) he shall place the financial position of the University before the Vice-Chancellor periodically or as and when required;
- (vi) he shall, subject to the acceptance by the Board, receive all contributions, grants, gifts and endowments made in favour of or for the purpose of the university;
- (vii) he shall ensure that –
 - (a) the accounts of the University are properly kept and audited.
 - (b) the budget of the University is prepared and submitted to the Vice-Chancellor and that the financial sanctions are obtained in time; and

- (c) the income and fees due to the University are collected and the salaries and other amounts due to the staff and others are paid promptly;
- (viii) he shall devise and install suitable system of accounting and business procedure and keep an accounts manual for use in all University offices;
- (ix) he shall develop and operate an internal audit system so that the record of all officers and employees, responsible for the receipt and expenditure of money, maintenance of accounts and custody of property may be verified by the audit;
- (x) he shall maintain service records of all members of the staff of the university;
- (xi) he shall prescribe financial forms to be used in the University;
- (xii) he shall have powers to pass bills and sign cheques for payment of contingent charges, pay and allowances of all officers, teachers and other employees of the University and other cheques within the budgeted amount;
- (xiii) he shall, with respect to the employees working under him, exercise powers of drawing, disbursing and collection of moneys under relevant Statutes and Regulations;
- (xiv) he shall have powers to countersign Traveling Allowance bills and sanction leave of the employees working under him; and
- (xv) he shall perform such other duties as may be required or assigned by the Vice-Chancellor;

Provided that all or any of the powers referred to above shall be exercised by any other officer authorized in this behalf by the Vice-Chancellor.

19. POWERS AND FUNCTIONS OF THE DEAN OF STUDENTS' AFFAIRS: In addition to the functions mentioned in section 33 of the Act, the Dean of Student Affairs shall have the following powers and duties:-

- (i) he shall organize messing arrangements for students;
- (ii) he shall obtain medical advice and assistance for students;

- (iii) he shall make arrangements for Scholarships, Stipends, Part-time employments and other such assistance;
- (iv) he shall arrange travel facilities for students on holidays;
- (v) he shall communicate with guardians of students concerning the welfare of the students;
- (vi) he shall exercise general control over the physical education programme, National Cadet Corps, National Social Service and the University Medical and health services including group medical insurance;
- (vii) he shall be responsible for student discipline;
- (viii) he shall, in consultation with the Deans and Directors prepare a programme for employment of students in the University and put it up to the Vice-Chancellor for approval;
- (ix) he shall explore the possibilities of finding suitable employment for graduates and arrange their interview with prospective employers;
- (x) he shall be responsible for all the extra and co-curricular activities of the students;
- (xi) he shall have powers to countersign Traveling Allowance bills and to sanction all kinds of leave of the employees working under him; and
- (xii) he shall perform such other duties as may be assigned to him.

20. POWERS AND FUNCTIONS OF THE DEANS OF FACULTIES:

- (i) The Dean of Faculty shall be the Chief Executive Officer of the Faculty and responsible to the Vice-Chancellor for its administration.
- (ii) The Dean of Faculty shall have the following powers and functions:
 - (a) he shall be responsible for the organization and conduct of teaching, research and extension work of the departments comprised in the Faculty and for the purpose shall pass such orders as might be necessary;
 - (b) without prejudice to the right of any member, to propose any matter to the Board of Faculty he shall formulate and present policies to the Board of the Faculty for its consideration;
 - (d) he shall make reports to the Vice- Chancellor on the work of the colleges;

(e) he shall supervise the registration and progress of the students in the Colleges;

(e) he shall formulate and allocate the budget of the Faculty; and

(f) he shall perform such other functions as may be assigned by the Vice-Chancellor.

21. POWERS AND FUNCTIONS OF THE DIRECTOR OF RESEARCH:

The Director of Research shall have the following powers and functions:-

- (i) he shall co-ordinate the planning and prosecution of Research conducted by the University, excepting research done by students to meet degree requirements and by teachers of the University to improve teaching abilities;
- (ii) he shall prepare annual budget estimates for such research as may be required by the University;
- (iii) he shall assist the appropriate Deans to meet their responsibilities for direct supervision of the members of the College staff and engaged on approved research programmes;
- (iv) he shall acquire and supervise the compilation and publication of research results;
- (v) he shall be responsible to the Vice-Chancellor in exercise of the powers and discharge of duties under the Act and Statutes;
- (vi) he shall, in respect of the employees working under him, exercise powers of drawing, disbursing and collection of moneys under relevant Statutes and Regulations;
- (vii) he shall have powers to countersign Traveling Allowance bill and sanction leave of any nature admissible to the employees working under him;
- (viii) He shall perform such other duties as may be assigned to him.

22. POWERS AND FUNCTIONS OF THE DIRECTOR OF EXTENSION:

The Director of Extension shall have the following Powers and functions:-

- (i) he shall prepare yearly programmes and budget needs for the education of farmers and others in connection with Extension Schemes;
- (ii) he shall supervise off-campus programmes of the University dealing with farmers' Co-operatives, rural youth programmes, short courses for farmers etc;

- (iii) he shall co-ordinate with the Deans of Faculties in developing courses and in teaching students in various forms of extension education;
- (iv) he shall direct the development of informational materials such as publications, films, etc., for use in all phases of the extension work;
- (v) he shall be responsible to the Vice-Chancellor in the exercise of powers and discharge of duties under the Act and Statutes;
- (vi) he shall, in respect of the employees working under him exercise powers of drawing, disbursing and collection of moneys under relevant Statutes and Regulations;
- (vii) he shall have powers to countersign Traveling Allowance Bills and Sanction leave of any nature admissible to the employees working under him; and
- (viii) he shall perform such other duties as may be assigned to him.

23. POWERS AND FUNCTIONS OF THE DIRECTOR OF INDUSTRIAL AND INTERNATIONAL PROGRAMMES : In particular and without prejudice to the generality of powers and functions specified in section 32 of the Act, the Director of Industrial and International programmes shall have the following powers and functions:

He shall;-

- (i) establish and maintain liaison with patenting and registration authorities under different laws;
- (ii) ensure protection of Intellectual Property Rights of the University under relevant laws and treaties;
- (iii) establish contact with agro based and other industries within and outside state and arrange for University – Industry collaboration in the relevant areas of research and facilitate commercialization of technologies and products;
- (iv) facilitate collaborative arrangement with the institutions within and outside the country for research in the frontier areas in horticulture;
- (v) arrange for training programmes on University – Industry collaboration, IPR and Bio-safety regulatory mechanism to the staff and post graduate students;
- (v) facilitate student and staff exchange programmes with the Universities outside the country;

- (vii) he shall be responsible to the Vice-Chancellor in the exercise of powers and discharge of duties under the Act and Statutes;
- (viii) he shall in respect of the employees working under him exercise powers of drawing, disbursing and collection of moneys under relevant Statutes and Regulations;
- (ix) he shall have powers to countersign T.A. Bills and Sanction leave of any nature admissible to the employees working under him; and
- (x) perform such other functions as may be assigned to him by the Vice-Chancellor.

24. POWERS AND FUNCTIONS OF THE CONTROLLER OF EXAMINATIONS:

The following shall be the powers and functions of the Controller of Examination, In addition to the powers and functions specified in section 36 of the Act.

- (i) he shall coordinate with the Registrar and the Dean of the Faculty concerned in the admission, registration, and conduct University examinations of the students for various courses in the University;
- (ii) he shall be responsible for arranging academic calendars, verification of grade sheets and transcripts of all students examinations under the semester pattern of education;
- (iii) he shall be responsible for the presentation of degrees, diplomas, certificates, medals etc., at the convocation;
- (iv) he shall, in respect of the employees working under him, exercise powers of drawing, disbursing and collection of moneys under relevant Statutes and Regulations;
- (v) he shall have powers to countersign Traveling Allowance bills and to sanction leave of any nature admissible to the employees directly working under him; and
- (vi) he shall perform such other duties as may be assigned to him by the Vice-Chancellor.

25. POWERS AND FUNCTIONS OF THE ESTATE OFFICER: He shall have the following powers and functions:-

- (h) he shall execute and maintain the buildings, roads, fencing, playgrounds, parks and lands of the University other than the lands comprising the Agricultural and Livestock farms;

- (ii) he shall maintain the utility services;
- (iii) he shall maintain fire protection services;
- (iv) he shall prepare the annual budget of the university for construction and maintenance of the building and periodical reports showing the progress of works under construction;
- (v) he shall maintain architectural and planning services for the University;
- (vi) he shall maintain the accounts relating to the works in his charge in forms prescribed by the comptroller;
- (vii) he shall allot and maintain the quarters and accommodation for the staff of the University;
- (viii) he shall undertake repairs and construction of the buildings under the control of the University;
- (ix) he shall, in respect of the employees working under him exercise powers of drawing, disbursing and collection of moneys under relevant Statutes and Regulations;
- (x) he shall have powers to countersign Traveling Allowance Bills and to sanction leave of any nature admissible to the employees working under him; and
- (xi) he shall also perform such other duties as may be assigned to him by the Vice-Chancellor.

CHAPTER VI

CLASSIFICATION, MANNER OF APPOINTMENT OF TEACHERS

26. CLASSIFICATION OF TEACHERS: A teacher as defined in Clause (29) of section 2 of the Act shall include the following:

- (a) Professor / Principal Scientist
- (b) Associate Professor / Senior Scientist
- (c) Assistant Professor / Scientist

27. MANNER OF APPOINTMENT OF TEACHERS:

- (i) The Board shall constitute a Selection Committee for each Faculty which shall consist of the following persons, namely;-
 - (a) Vice Chancellor– Ex officio Chairman;
 - (b) Dean of the Faculty concerned;
 - (c) Three experts in the case of selection of Professor, two experts in the case of selection of Associate Professor and one expert in the case of selection of Assistant Professor, the experts being from outside the University, having special knowledge of the subjects of the Department in the Faculty. The experts are to be nominated by the Board on the recommendation of the Vice Chancellor.
- (ii) The Registrar shall be the Secretary of the Selection Committee mentioned in clause (i) of this Statute.
- (iii) Whenever vacancies in the posts of Professor, Associate Professors and Assistant Professors including Assistant Professors, Physical Education and equivalent posts of teachers are required to be filled, the Secretary of the Selection Committee shall invite applications by advertising the said vacancy or vacancies.
- (iv) The Secretary of the Selection Committee, under the direction of the Chairman of the Selection Committee, may also procure suggestions from such persons, institutions and agencies as may be deemed fit.
- (v) On receipt of applications and suggestions, if any, mentioned in clause (iii) and (iv), the Secretary of the Selection Committee shall prepare a list of all candidates for scrutiny.

- (vi) After preparation of the lists under clause (v), the candidates shall be screened by the Selection Committee on the basis of their qualifications, experience and other relevant records and also on the basis of the performance in the interview. The committee shall recommend a panel of names in the order of preference.
- (vii) The panels for the posts of Professors, Associate Professors and Assistant Professors or equivalent posts shall contain 50% of names over and above the number of vacancies.
- (viii) The panels recommended by the selection shall be valid for a period of twelve months from the date of their preparation by the selection committee.
- (ix) (a) The rule of reservation for Scheduled Castes, Scheduled Tribes, Backward Classes and other categories as laid down by the Government from time to time shall be made applicable for direct recruitment to the posts of teachers as defined in clause (29) of section 2 of the Act upto the level of Associate Professor. The percentage of posts to be reserved shall be as laid down by Government from time to time.
- (b) The roster system of appointment and the principle of carrying forward vacancies as laid down by Government from time to time shall be followed for direct recruitment to the posts mentioned in Sub Clause (a) of Clause (ix).
- (x) Each Department in each faculty shall be treated as a separate unit for purpose of applying above principle of rule of reservation.
- (xi) The names of the candidates belonging to S.C., S.T., and Backward Classes who come up for selection as per the norms followed by the Selection Committee but do not find place in the panels prepared as per Clause (vii) shall be added to the panels as reserve list in order of merit at the end to enable the appointment being made as per roster.
- (xii) Notwithstanding anything in these statute, the Board may on the recommendations of the Selection Committee made without following the procedure indicated in this statute, regularize the services of the persons employed in a temporary capacity in any colleges and institutions transferred to the university on or before the date of such transfer.

28. TEACHING, RESEARCH AND EXTENSION WINGS AS ONE UNIT:

The teaching, research and extension wings of the University constitute one unit for purposes of recruitment or promotions and transfer of a teacher from a post in one wing or an equivalent post in other wing shall not be treated as recruitment or promotion. These statutes shall not be applicable for such transfers. The Vice Chancellor shall be competent to transfer a teacher from a post in one wing to an equivalent post in any other wing.

CHAPTER VII

CONDITIONS OF SERVICE, REMUNERATION AND ALLOWANCES INCLUDING TRAVELLING AND DAILY ALLOWANCES TO BE PAID TO OFFICERS / TEACHERS AND NON TEACHING STAFF OF THE UNIVERSITY

29. (1) The scales of pay and other allowances for various posts of officers / teachers and other employees of the university shall be such as may be determined by the Board in the regulations with the prior written approval of the Government:

Provided that in fixing the scales of pay of the teachers, the recommendations of Union Grants Commission / Indian Council of Agricultural Research shall be kept in view.

Provided further, that the sanctioned emoluments of any post shall not be varied at any time to the disadvantage of the officer or teacher or other employee of the university holding the post.

- (2) The manner of appointment to various categories of non teaching posts in the university shall be as prescribed by the Board in the regulations governing respective categories.
- (3) Until the scales of pay and other allowances are determined by the Board in accordance with clause (1) of this statute, the officers / teachers and other employees who became the employees of the university with reference to the provision in sub section (5) of section 60 of the Act shall be governed by the rules regarding pay and allowances applicable to them immediately before their transfer to the university.
- (4) The starting salary of a person appointed to a post shall be the minimum of time scale of the post. The Board may, in appropriate cases, grant a higher start.
- (5) The conditions of service of officers / teachers and other employees of the university shall be such as may be determined by the Board in the Regulations:

Provided that the conditions of service shall not be varied to their disadvantage after appointment.

- (6) Until the conditions of service are determined by the Board under clause (5) of this statute and until the option provided under sub-section (6) of section 60 of the Act is exercised by the teachers and other employees who became the employees with reference to sub section (5) of section 60, they shall be governed by the conditions of service applicable to them immediately before their transfer to the university.
- (7) The officers / teachers and other employees appointed by direct recruitment in the university shall, until the pay scales allowances including traveling and daily allowance are determined by the Board under clause (1), be governed by the pay scales and allowances applicable to the employees of the Acharya N.G.Ranga Agricultural University in the corresponding categories.
- (8) Notwithstanding any thing in these statutes, the officers, teachers and other employees whose services are borrowed from the State Government or Central Government or any other bodies on the terms and conditions prescribed by them for officers on Foreign Service or on contract basis shall be governed by the terms of their appointment.
- (9) All officers, teachers and other employees of the University are full time employees of the University and they shall not be entitled, as a matter of right, to any extra remuneration for any extra work allotted to them. The Board shall have, however, powers to fix any remuneration that may be payable to the Officers, teachers and other employees of the University for any extra work allotted to them. The Board may also make Regulations delegating its powers of fixing remuneration, to the Vice Chancellor or any other officer.
- (10) The Officers, Teachers and other employees may accept remuneration in respect of the following items after obtaining the prior permission of the Vice-Chancellor.
- (a) as examiners in other Universities and institutes;
 - (b) as expert members of Selection Committee;
 - (c) such other items as may be approved by the Vice-Chancellor.

CHAPTER VIII

30. CONDITIONS OF SERVICE OF THE VICE CHANCELLOR

- (i) The Vice Chancellor shall be entitled to a University motor car for his use and a free furnished house at the campus or a suitable furnished house in the town or house rent allowance as may be decided by the Board.
- (ii) *Leave:* (a) The Vice Chancellor shall be entitled to the leave on full pay for one eleventh of the period spent on duty. In the event of the same incumbent being reappointed for a further term or terms continuously, he shall be entitled to the leave admissible as above, to leave on full pay for such un-exhausted period of leave on full pay which may remain to his credit in any previous term of office and at the end of the term (s) he may en-cash the leaves at his credit.

(b) He shall also be entitled, in case of illness or on account of private affairs, to leave without pay for a period not exceeding three months during any three years tenure of office, provided that such leave taken without pay may be subsequently converted into leave on full pay to the extent to which it may be subsequently earned after return to duty.
- (iii) *Traveling Allowance:* The Vice Chancellor shall be paid traveling and halting allowances on par with the Principal Secretary to Government when he is to attend a conference or any meeting or undertake any journey connected with or relating to any work of the University.

CHAPTER IX

31. Conditions of Service of University Officers other than Vice-Chancellor:

These statutes shall apply to all officers of the University other than the Vice-Chancellor subject to the provisions of Section 39 of the Act.

- 32 (1). **Medical Certificate of fitness:** No person shall be appointed to a post without a medical certificate of health, in the form prescribed therefore by “Government, from time to time, from a Gazetted Medical Officer or honorary medical officer of equal standing or a registered Medical practitioner:

Provided that if an officer has already produced a medical certificate of fitness at the time of his first appointment to any post in the University service, no further medical certificate should ordinarily be required for subsequent appointment to any other post.

- (2). The officers on deputation with the University and the officers appointed in temporary vacancies for a period not exceeding six months are exempted from producing medical certificate of fitness.

33. ***Probation:*** (a) Except in the case of appointments made on tenure or on contract or on deputation or on temporary basis, all officers of the University shall on appointment to any post, be on probation for a period of one year on duty within a continuous period of two years.

(b) Commencement of Probation: If a person having been appointed temporarily to a post, otherwise than in accordance with the Statutes governing appointment thereto, is subsequently appointed to the post in accordance with the Statutes, he shall commence his probation from the date of subsequent appointment or from such earlier date as the appointing authority may determine.

(c) Extension or termination of probation: If within the period of probation, a probationer fails to acquire the special qualifications or to pass the special tests, if any, as laid down in the Statutes or in the order of the appointment, the appointing authority may, either revert him to the former post, if any, or by order discharge him from service without notice or extend the period of probation, provided that no probationer shall be continued on probation for more than two years.

(d) *Discharge of a probationer:* Notwithstanding anything in these statutes the appointing authority may, at any time before the expiry of the period of probation, suspend the probation of a probationer and discharge him for want of a vacancy or at its discretion by order extend the period of probation of the probationer in case the probation has not been extended under clause (c), or terminate his probation and discharge him from service after giving one month's notice or paying one month's pay in lieu of such a notice.

34 (1). In case where the discharge of a probationer is made reverting him to lower officiating post or substantive post, the pay in lieu of one month's notice shall be limited to the difference in pay between the officiating post and of the lower officiating or substantive post to which he is reverted.

(2). Probations suitability full membership

(a) At the end of the prescribed or extend period of probation, as the case may be, the appointing authority shall consider the probationer's suitability for full membership of the service for which he was selected.

(b) If the appointing authority decides that a probationer is suitable for such membership, it shall, as soon as possible, issue an order declaring the probationer to have satisfactorily completed his probation. On the issue of such order, the probationer shall be deemed to have satisfactorily completed his probation on the date of expiry of the prescribed or extended period of probation.

(c) If the appointing authority decides that the probationer is not suitable for such membership, by reasons of conduct or unsatisfactory work or any other good reason, it shall, unless the period of probation is extended under statute 33 (c), by order, discharge him after giving him one month's notice or paying one month's pay in lieu of such notice.

Note: Any delay in the issue of an order discharging a probationer under sub-clause (c) of clause (2) shall not entitle him to be deemed to have satisfactorily completed his probation or shall not be deemed to be an extension of probation.

35. Officer's absence from duty: The absence of an officer from duty whether on leave or on foreign service or for any other reason and whether his lien in a post is suspended or not, shall not if he is otherwise fit, render him ineligible in his turn for reappointment to a substantive or officiating vacancy in the post in which he may be a probationer or an approved probationer.

36. **Pension, provident fund and gratuity etc.:** The officers of the University shall be entitled to such retirement benefits as may be prescribed under section 46 of the Act.

37 (1). **Penalties:** The following penalties may, for good and sufficient reasons, be imposed upon any officer of the university, namely,

- (a) Censure;
- (b) Withholding of increments including stoppage at any efficiency bar, if any;
- (c) Suspension, where a person has already been suspended under statute 37 (2) to the extent considered necessary;
- (d) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of order;
- (e) Reduction to lower post;
- (f) Compulsory retirement;
- (g) Removal from the service of the university which does not disqualify him for future employment; and
- (h) Dismissal from the service of the university which disqualifies him for future employment:

Provided that where it is proposed to take action as mentioned in items (e) to (h) above, in case of an officer on foreign service with the university, a recommendation to that effect shall be made to the lending authority for such action as it considers necessary.

(2) (i). An officer may be placed under suspension from the university service pending investigation or enquiry into grave charges, where such suspension is necessary in the interest of the university.

(ii). An officer who is detained in custody, whether on a criminal charge or otherwise, for a period of exceeding forty eight hours shall be deemed to have been suspended, with effect from the date of detention by an order of the authority competent to impose suspension and shall remain under suspension until further orders.

- (3) The authority which may impose on an officer the penalties of censure, withholding of increments or stoppage of efficiency bar and suspension shall be the Vice-Chancellor.
- (4) The authority which may impose on an officer, the following penalties shall be the appointing authority.
- (i) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of order;
 - (ii) Reduction to a lower post;
 - (iii) Compulsory retirement;
 - (iv) Removal from the service of university which does not qualify him from future employment; and
 - (v) Dismissal from the service which disqualifies him from future employment.
- (5) The grounds on which it is proposed to take action under clause (4) of this statute, shall be reduced to the form of a definite charge or charges which shall be communicated in writing to the officer concerned and shall be required within a reasonable time to state in writing whether he/she admits the truth of all or any of the charges, what explanation or defense, if any he/she has to offer and whether he/she desires to be heard in person. If he/she so desires or if the competent authority so directs, an oral enquiry shall be held at which all evidence shall be heard as to such of the charges as are not admitted. The persons charged shall be entitled to cross examine the witnesses, to have such witnesses called as he/she may wish, provided that the officer conducting the enquiry may, for the reasons to be recorded in writing, refuse to call any witness. The proceedings shall contain sufficient record of the evidence and a statement of the findings and the grounds thereof.
- (6) No officer, who is called upon to produce his/her defense as to charges which form the subject of any enquiry against him/her, shall be allowed to engage a council.
- (7) Where it is proposed, after an enquiry to impose on the officer charged any of the penalties specified in item (i) to (v) of sub-clause (4) of Statute 37 such penalty may be imposed on the basis of the evidence adduced during the enquiry and it shall not be necessary to give to the officer charged any opportunity of making representation on the penalty proposed to be imposed.

38. Appeal: An appeal against the order passed by the Vice-chancellor under clause (3) of statute (37) shall lie to the appointing authority:

Provided that it is preferred within a period of ninety days (90) from the date of the receipt of the order appealed against.

39 (1). Allowances and leave during suspension: An officer under suspension shall be entitled to subsistence allowance at an amount equal to the leave salary and dearness allowance, if any, which he would have drawn if he had been on leave on half pay:

Provided that where the period of suspension exceeds three months, the authority which made or is deemed to have made the orders of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows:

(a) The amount of subsistence allowance may be increased by a suitable amount, not exceeding fifty percent of the subsistence allowance admissible during the period of first three months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the officer;

(b) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding fifty percent of the subsistence allowance, admissible during the period of first three months, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the officer;

(c) The rate of dearness allowances will be based on the increased or, as the case may be, the decreased amount of subsistence allowance admissible under sub-clauses (a) and (b) above.

(2) No payment under clause (1) shall be made unless the officer furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

(3) A suspended officer shall not be entitled to any leave for the period of suspension.

(3) Arrears of subsistence allowance due to an officer shall not be withheld, but be paid to him after adjusting the same against the following amounts, if any, due by him to the university.

(i) Income tax and surcharge (provided the officers yearly income calculated with reference to subsistence allowance is taxable).

(ii) House rent and allied charges, i.e., electricity, water furniture, etc.

(iii) Repayment of loans and advances taken from the university at such rates as the university deems it right to fix.

(iv) Excess payments having due regard to the circumstances of each case.

Recoveries of such payments from an officer under suspension should not ordinarily be made at a rate greater than one third of the amount of subsistence allowance, exclusive of dearness allowance, if any, admissible under clause (1).

(5). If an officer under suspension is dismissed or removed from service, arrears of subsistence allowance, if any, due to him upto the date of termination of proceedings should be paid to him.

40. Pay on reinstatement after suspension: When an officer who was suspended is finally reinstated, he shall get full pay unless the competent authority has expressly ordered a deduction to be made for suspension period as a punishment.

41. Increments:

(1). An increment shall ordinarily be drawn, as a matter of course, but the competent authority may withhold the increment if the conduct of the officer has not been good or his work not found satisfactory.

(2). All duty in a time scale counts for increments in that time scale.

(3). Service in another post, whether in a substantive or officiating capacity carrying the same or higher time scale of pay and the service on foreign service and leave other than extraordinary leave counts for increments in the time scale applicable to the post on which the officer holds a lien or should have held a lien, had his lien not been suspended.

(4). The Board of management, may for adequate reasons recorded, grant premature increments to an officer on a time scale of pay.

42. Conduct and discipline:

(1). **Acceptance of work outside the university:** An officer shall ordinarily devote his whole time to the service of the University and shall not without express permission of Vice-Chancellor engage directly in any trade or business whatsoever or any other work which in the opinion of the Vice-chancellor may interfere with the proper discharge of his duties.

- (2). **General Conduct:** No officer shall take part in any act or movement calculated in the judgment of the Vice-Chancellor to bring the university into disrepute. It shall be the duty of every one of the officers to honour the confidence reposed in him by the university and not to divulge any information obtained by him in the course of his official duties to outsiders or to make any use thereof which would be improper.
- (3). **Discussion of the policy or action of the University:** The officers of the University shall not indulge in any public criticism of the University administration in such a manner as savours of defiance and insubordination or cause or is likely to cause embarrassment to the administration in its relation to its staff or students of the Colleges. Nor shall it be permissible for them to indulge in criticisms, which will embarrass the University administration in its relation to members of the different communities among the staff or the students.
- (4). **Taking part in Politics:** (i) An officer of the University shall not take part in politics or stand for elections unless Board of Management is satisfied that in their conduct and demeanor they will observe the restraints, dignity and courtesy enjoined by the University traditions and unless the Board of Management is further satisfied that their political and other public activities do not conflict or interfere with their duties in the university. The decision of the Board of Management in this matter is final.
- (ii) If an officer of the University, by speeches or otherwise seeks to mislead the students into activities which in the judgment of the Board of management are objectionable, he is punishable for dereliction of duty.
- (5). **General Discipline:** All officers of the University, whether paid a salary or not or whether in receipt of Honoraria or allowances and whether full time or part time, be held to be under the general internal discipline of the university and such rules of discipline as are enforced, or as may be made from time to time.
- (6). **Lending, Borrowing and insolvency:** No officer shall;-
- (a) directly or indirectly engage in the business of money lending;
 - (b) save in the ordinary course of business with a bank or a public limited company, directly or indirectly engage in the business of money lending, borrow money from, or otherwise place himself under pecuniary obligation to any, person on whom he can exercise official authority.

(c) The prohibition in clauses (a) and (b) shall not apply to;-

(i) an Officer who lends money while acting as an executor, administrator or a trustee without profit or advantage to himself;

(ii) an officer who belongs to a joint Hindu Family carrying on the business or money-lending as an ancestral profession, provided he takes no active part in that business; and

(iii) any transaction of an officer with a Co-operative society registered or deemed to have been registered under the A.P. Co-operative Societies Act. 1964.

(7). **Gifts:** No officer shall place himself under any form of official obligation or embarrassment by himself accepting or permitting any member of his family to accept from any person any gift. If however, the offer of gift can not be refused, it may be accepted and the matter reported to the Vice-Chancellor for decision as to its disposal.

(8). **Subscriptions:** No officer shall, except with the previous sanction of the Vice-Chancellor, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever, except for routine farewell and felicitation functions connected with the university.

(9). **Moveable and immoveable property:** (a) No officer shall, except after previous intimation to the Vice- chancellor, acquire or dispose of any moveable property in the shape of shares, securities or debentures or any immoveable property by loans, mortgage, sale, gift or otherwise either in his name or in the name of any member of his family:

Provided that this restriction shall not apply in the case of moveable and immoveable property whose value does not exceed Rs.1.00 lakh (Rupees one lakh only).

(b) The Board may, at any time by general or special order, require its officers to submit, within a period specified in the said order, a full and complete statement of such moveable or immovable property of the specified value held or acquired by him or by any member of his family. Such statement shall, if so required by the Board, include particulars of the means by which, or the source from which, such property was acquired.

Note : For purposes of this Statute 'Family' includes the wife or husband and children including adopted son and step children of an officer residing with or wholly dependent on him.

- (10). **Vindication of acts and characters of the officers of the University:** No officer shall, without the previous sanction of the Board, have recourse to any court or to the press for vindication of his official acts or character from defamatory attacks. In granting sanction to the recourse to the court, the university will in each case, decide whether it will itself bear the costs of the proceedings or whether the officer will institute the proceedings at his own expense and if so, whether in the event of a decision in his favour the university will reimburse to him to the extent of the whole or any part of the costs.
- Nothing in this statute shall be deemed to prohibit any officer from vindicating his private character on an act done by him in his private capacity.
- (11). No officer shall except with the previous sanction of the board accept from any person or body compensation of any kind for malicious prosecution or defamatory attack in respect of his official act unless such compensation has been awarded by a competent court of law.
- (12). **Taking part in strikes or similar activities:** No officer shall take part in any strike, incitement thereto or a similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the University to disrepute.
- (13). **Influencing superior authorities for furtherance of interest:** No officer shall bring or attempt to bring any kind of extraneous influence to bear upon superior officer or a member of the university authority to further his interests in respect of matters pertaining to his source in the university.
- (14). **Prohibition of Sexual harassment of working women:** No officer shall in the performance of his official duties act in a discourteous and discriminate manner with any working women or indulge in sexual harassment either directly or by implication.
43. **Lien:** An officer appointed substantively to a permanent post acquires lien on that post and ceases to hold any lien previously acquired in any other post;
- (i) An Officer shall not be appointed substantively to a post in which another officer holds a lien;

(ii) Two or more University employees shall not be appointed substantively on the same permanent post at the same time.

(iii) Suspension of lien: The Board may, at its option, suspend the lien of an officer on a permanent post which he holds substantively if he is transferred whether in a substantive or officiating capacity to a post in another cadre and if there is reason to believe that he will remain absent from the post on which he holds a lien for a period of not less than three years.

44. Declaration of age: an officer appointed by direct recruitment shall make a declaration of age to the appointing authority at the time of his entry into the service of the University based on his S.S.L.C. Register or S.S.C. certificate or such other documentary proof as may be acceptable to the appointing authority upon which the age will be admitted. After the declaration of age and acceptance of the same by the appointing authority, it shall be binding on him and no revision of such age shall be allowed to be made at a later date for any purpose whatsoever.

45. Termination of Service or Resignation: (i) The Services of temporary officer who has not been appointed in accordance with the procedure prescribed in the Act or the Statutes, are liable to be terminated at any time without notice and without assigning any reason thereof;

(ii) A permanent officer shall be required to give three months notice, in case he/she desires to be relieved or he/she shall pay to the University three months salary in lieu of such notice, unless otherwise directed by the Board of Management;

(iii) An officer before leaving the University service shall handover the charge of his post to a duly authorized officer and shall return to the University all books, apparatus, furniture, etc., issued to him for his personal use and shall pay up in full, all the charges due from him for occupation of residential quarter etc. If he fails to do so the amount due from him on the above items shall be recovered from his last salary or any other sums due to him;

(iv) An officer who is in the occupation of residential accommodation of the University shall, on leaving service of the university, vacate the residence allotted to him by the university.

46. Leave:

Leave cannot be claimed as of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

47. Authority to Grant Leave: The Vice-Chancellor shall be the authority competent to grant leave to all officers of the University.

48. Earned Leave: (i) The earned leave admissible to an officer of the university shall be 1/11th of the period spent in the service of the University, provided that he will cease to earn such leave when the earned leave accumulates to 300 days and provided further that this limit of 300 days will not be applicable in the case of Officers on deputation with the University on foreign service terms, who will continue to be governed by the rules applicable to them in their parent department.

(ii) **Medical leave and Leave on Private affairs:** Leave on Medical certificate and leave on private affairs may be granted to an officer at any time according to the rules of the Government of Andhra Pradesh and subject to such limitation as the competent authority may, in each instance in which such leave is applied for, determine.

(iii) **Extraordinary Leave:** The competent authority may in its discretion, for any special reason grant an officer extraordinary leave of absence, but such leave shall be without pay and shall not ordinarily exceed six months at a time and shall also not count towards gratuity.

Provided that the maximum total period for which such leave may be granted shall not ordinarily exceed two years.

49. Special casual leave: Special casual leave (quarantine leave) not counting against ordinary casual leave shall be granted to an officer when he is required to absent himself from duty owing to any of the following infectious diseases or any other disease declared by the public Health authorities as infectious, in his house, for such period as may be recommended by the Health Department of the Locality.

- (i) Small - Pox
- (ii) Chicken – pox
- (iii) Plague
- (iv) Cholera
- (v) Typhoid
- (vi) Acute Influenza pneumonia

(vii) Diphtheria

(viii) Cerebra – Spinal meningitis

The period of this leave shall be treated as duty for purposes of calculation of other kinds of leave.

50. Record of Service: There shall be a service Register for every officer giving history of his service from the date of his appointment including increment, promotion, reward, punishment and all other special events in his service. The service Register shall also contain a leave account form the officer showing a complete record of all leave (Except casual leave) earned as well as unearned, taken by him.

51. Retirement: (i) For the purpose of this Statute, the officers of the University shall continue to be governed, as per the previous category held permanently in the university, or if they are directly recruited they shall hold office till they attain the age of 60 years in the case of the Deans, Directors and Controller of Examination and till 58 years in the case of Registrar, Comptroller, and Estate Officer.

(ii) Any officer, after giving three months previous notice in writing to the appointing authority, may retire from service on any day after completing twenty years of qualifying service but before attaining the age of superannuation.

(iii) Any officer who has given a notice under sub-clause (ii) shall not withdraw the notice, except with the specific approval of the authority to which that notice is given and no request for withdrawal of such notice shall be entertained unless the said authority received it before the intended date of his retirement.

52. Payment of House Rent: If an officer occupies the house provided by the university, he shall pay rent as fixed by the University, in addition to forfeiting the House Rent Allowance.

53. Additional Charge Allowance: (i) If an officer is placed in additional charge of one or more independent posts at one time as a temporary measure, for a period exceeding 15 days, he may be paid additional remuneration at one fifth of the pay drawn by the employee in respect of additional post. The drawl of additional charge allowance should not normally be allowed for a period exceeding three months.

(ii) The drawl of additional pay should not be allowed for a period exceeding six months, out of which in respect of the first three months, the rate of additional pay should be as laid down above, and for the exceeding period it should be at one half thereof.

Note : The term “ Independent” should be interpreted as meaning ‘separate’ or ‘distinct’ and not in original sense of one post being subordinate or inferior to another.

54. Joining Time: Joining time may be granted to an officer to enable him to join a new post at a different station to which he is transferred while on duty in his old post. Six days are allowed for preparation and in addition a period to cover the actual journey calculated as follows:

(a) For the portion of journey which he travels or might travel :

One day for each

By Railway	-	500 Kilometers
By Motor Car	-	150 Kilometers
In any other way	-	25 Kilometers

- (b) For any fraction of any distance prescribed in clause (a), Extra day is allowed.
- (c) Travel by road not exceeding eight kilometers to or from a railway station at the beginning or at the end of a journey does not count for joining time.
- (d) A Sunday does not count as a day for computing the period of six days allowed for preparation, but Sundays are included in the period allowed for the actual journey.

An officer, who does not join his post within his joining time, is entitled to no pay or leave salary after the end of the joining time. Willful absence from duty after the expiry of joining time may be treated as misbehavior.

55. Officers on deputation: Notwithstanding anything in these statutes, the officers, whose services are borrowed from the State Government, the Central Government or any other bodies on the terms and conditions prescribed by them for their officers on Foreign Service or on contract basis, shall be governed by the terms of their appointment.

CHAPTER X

Pension and Gratuity

- 56** (1). The officers, teachers and other employees who are directly recruited by the university shall be governed by the Contributory Pension Scheme introduced by the Government of Andhra Pradesh with effect from 1.9.2004.

Provided that the Contributory Pension Scheme shall not be applicable to the officers, teachers and other employees appointed before 1st September, 2004 and who became employees of the university with reference to the provision in sub section (5) of section (60) of the Act.

- (2). (i) Every officer, teacher and other employee of the university shall pay a monthly contribution of 10% of the basic pay and Dearness Allowance from his salary to the contributory pension scheme.
- (ii) A matching contribution will be made by the university for each employee who contributes to the scheme.
- (iii) The contribution towards contributory pension scheme shall be recovered from the salary of the employee.
- (3). The Comptroller of the university shall be responsible to implement the scheme. He will issue such guidelines and instructions, with the approval of the Board, as and when necessary in this regard based on the orders issued by the state government from time to time.
- 57.** The Board of management may make regulations prescribing the extent of eligibility and mode of payment of gratuity to the officers, teachers and other employees.

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